

## AMS CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 16-02

**Date Received:** 10/14/15

**Title:** AMS Change Management Standard Operating Procedures (SOP)

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**Initiator Name:** Colleen Gutrick

**Initiator Organization Name / Routing Code:** Life Cycle Acquisition Policy, AAP-130

**Initiator Phone:** 202.267.3777

**ASAG Member Name:** Colleen Gutrick

**ASAG Member Phone:** 202.267.3777

**Policy and Guidance:** (check all that apply).

- Policy
- Procurement Guidance
- Real Estate Guidance
- Other Guidance

**Summary of Change:** This change modifies the AMS Change Management SOP. The SOP is outdated and requires re-structuring to align and make consistent with AMS. This change also adds a hyper-link to paragraph two, AMS Policy 1.2.13.

**Reason for Change:** This change is in result of AMS 2016 to improve the AMS Change Management Process. This change is consistent with AMS.

**Development, Review, and Concurrence:** AAP-100, AAP-130, and ASAG Members.

**Target Audience:** ASAG Members

**Briefing Planned:** Yes

**ASAG Responsibilities:** Review and comment.

**Section / Text Location:** Other AMS Information, Revising AMS

**The redline version must be a comparison with the current published FAST version.**

- I confirm I used the latest published version to create this change / redline
- or
- This is new content

**Links:** on <http://fast.faa.gov/RevisingAMS.cfm>  
at the text 'Standard Operating Procedure for AMS Change Management'  
link to <http://fast.faa.gov/docs/sopchange.doc>

**Attachments:** Redline and final documents.

**Other Files:** None

**Redline(s):** None